



MASTER SERVICE LIST

Please review Exhibit F of the [General Order Governing Procedures for Complex Chapter 11 Cases](#). Section D, Noticing Procedures addresses Master Service Lists.

-
- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Miscellaneous Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Master Service List** from drop down list; click [NEXT]
- STEP 5** If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.
- STEP 6** Select the Party or click Add/Create New Party; click [NEXT]
-  *TIP - If Add/Create New Party is selected, complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.*
- STEP 7** Upload .pdf file; click [NEXT]
- STEP 8** Confirm case name and number; click [NEXT]
- STEP 9** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Master Service List filed by John Smith on behalf of Annie Simon, Gilbert Simon. (Smith, John)

STEP 10 **Notice of Electronic Filing** displays